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**OFFICE OF TRAINING SECTION OF THE 1952 REPORT OF THE DIRECTOR
OF CENTRAL INTELLIGENCE TO THE NATIONAL SECURITY COUNCIL****1. General Statement**

a. The decision of the Director of Central Intelligence to establish the Agency on a career service status has given the function of training a direct and substantial role in support of the career development of Agency personnel. The Career Service Program provides for the training of new personnel in order to give them an adequate basic intelligence background and to relate their previously acquired competence to the field of intelligence. It provides for the rotation of on-duty personnel to duty assignments or to intermediate and advanced levels of training in order to increase their competence in intelligence and in specialized fields. An instrument of the Career Service Program is the Personnel Evaluation Report, through which requirements for training are established between supervisors and personnel under their jurisdiction and the careers of such personnel are advanced by training to increase their effectiveness on their present jobs or to prepare them to undertake jobs requiring greater skill and responsibility.

b. In 1952, the Office of Training, in carrying out the training aspects of the Career Service Program, has developed, directs and conducts training courses and programs within the Agency, and provides for Agency participation in training courses and programs at appropriate public and private external facilities in the United States and abroad, which are designed for the career preparation and career development of Agency personnel.

2. Accomplishments

In 1952, the accomplishments of the Office of Training were as follows:

a. The development and direction, in coordination with appropriate Offices of the Agency, of training programs relating to the skills and techniques required in specialized operational activities.

d. The development and operation of a comprehensive program for the selection and career preparation of junior officer personnel of exceptional qualifications; individual programs for junior officers may include basic and advanced intelligence training, on-the-desk or in-the-field experience, and military training and specified active duty, before final assignment to an Office in the Agency.

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e. The development and direction of a basic intelligence course for the training of new professional personnel in the principles, methods and practice of intelligence, the relation of intelligence to national security, and the national intelligence mission of the Central Intelligence Agency.

f. The development and arrangement of various training courses and programs at appropriate external facilities for the training of selected Agency personnel in area, area combined with language, and in technological, industrial and other substantive fields, on an individual and group basis, in coordination with academic institutions, the Department of the Army and the Department of State.

g. The establishment and operation of a language laboratory within the Agency to provide basic and advanced language training on a group, individual, and self-study basis for selected Agency personnel.

h. The development and arrangement of language training courses and programs, not available within the Agency, at appropriate external facilities for selected Agency personnel.

i. The development and direction of management training programs within the Agency for executive, management and supervisory personnel to advance the techniques of effective management and to improve skills in conserving the human and physical resources of the Agency.

j. The development and direction of clerical training programs for the induction, refresher and specialized training of clerical personnel.

k. The development and conduct of indoctrination and orientation programs for new personnel of the Agency.

l. The establishment and administration of a program of presentations by Agency officials to senior personnel on the plans, programs, objectives, and problems arising out of the various activities of the Agency.

m. The continuing identification of Agency training requirements, both immediate and long range, in collaboration with the various Offices of the Agency, and the formulation of training policies, plans, and programs to meet the training requirements of the Agency.

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